Instructional Technology Committee
March 3, 2014
Minutes

Mission Statement
To encourage and support the adoption of technology that will make instruction
more accessible, affordable, and engaging.

Members in attendance: Loren Davis, Michael Taylor, Kelley Meeusen, Darryl Owens, Menaka
Abraham, Dean Massey, Wendy Noffke, Elaine Holster

1. Using a blog in instruction demo – Wendy
   Wendy demonstrated how all of her class material was located in google drive. She
   showed the committee how she creates assignments using google forms, and how
   she links the forms to blog posts. Wendy incorporates the use of OER textbooks and
   links the readings to the blog posts as well. She showed the group how she makes
   the lessons available to the students in many different formats.

   Wendy followed up this demonstration by showing the group how she is using the
   the wi fi enabled magnifying microscope. The microscope sends images directly to
   the iPads where images can be saved, studied and annotated on.

   Loren showed pictures and videos that he took of Darryl Owen's Indesign class.
   There was discussion that followed about how pictures like these can be used to
   promote the next rollout of iPads in the professional technical programs.

2. Committee Bylaws – Looking at examples and discussion – Rough draft of bylaws by
   April's meeting
   We looked at examples of committee bylaws. Loren shared the framework of the
   bylaws document that he started. A rough draft of the bylaws will be ready for the
   committee to look at by the next meeting.

3. Recording Secretary – Meeting Minutes to Rory
   Kelley Meeusen volunteered to take over the duty as the recording secretary. He
   will start the duty during April's meeting.

4. Promotional Campaign – Have any iPads been returned to IT? When can we plan for the next rollout?
    Michael Taylor said that he anticipates the iPads will start being returned to IT at the end of the quarter. We agreed to work on a promotional video/slideshow, highlighting all of the programs that are currently using mobile technologies. The video will be attached to an email to the entire faculty and ask the question: "Who is next?"

5. Discussion about how we are doing in using mobile technology in instruction compared to other colleges. What are the benefits for keeping the mobile initiative fresh?
    The committee spent a good deal of time discussing how we can keep ahead of the curve in the area of mobile technologies. Michael Taylor offered that from his meetings with other IT directors that we have a very successful model compared to other colleges. He also said that we have a sufficient amount of information about how to scale up program and the costs associated with implementation.

    The next ITC meeting will be Monday, April 7 in the TLC eLearning lab.